

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

AUDIT REPORT  
OF  
COUNTY HEALTH DEPARTMENT  
CASS COUNTY, INDIANA  
January 1, 2006 to December 31, 2006



**FILED**  
12/18/2007



## TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
County Officials .....	2
Transmittal Letter .....	3
Audit Results and Comments:	
Reports of Collections .....	4
Deposits .....	4
Prescribed Forms .....	4
Internal Controls .....	4
Exit Conference .....	5

#### COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Health Officer	Dr. Gerald Roberts Dr. Cherie Bennett	01-01-06 to 08-31-06 09-01-06 to 12-31-07
President of the County Council	Chod Gibson	01-01-06 to 12-31-07
President of the Board of County Commissioners	Richard Eller Steven M. Kain	01-01-06 to 12-31-06 01-01-07 to 12-31-07



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF CASS COUNTY

We have audited the records of the County Health Department for the period from January 1, 2006 to December 31, 2006, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Cass County for the year 2006.

STATE BOARD OF ACCOUNTS

September 20, 2007

COUNTY HEALTH DEPARTMENT  
CASS COUNTY  
AUDIT RESULTS AND COMMENTS

REPORTS OF COLLECTIONS

Reports of Collections filed with the County Auditor did not always agree with the postings to the auditor's fund ledger.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

DEPOSITS

In numerous instances, receipts were allowed to accumulate for two or three weeks before being remitted to the County Auditor. On September 29, 2006, the Sheriff's Department received a call from the Health Department that collections of \$468 were missing. No determination was made whether the funds were lost or stolen. Audit tests indicate that on two separate occasions deposits did not contain the proper make up of cash and checks. We determined that checks not supported by an official receipt totaling \$369.37 had been included in place of cash.

Indiana Code 5-13-6-1 requires all public funds shall be deposited not later than the business day following the receipt of funds on business days of the depository. The statute also provides public funds deposited shall be deposited in the same form in which they were received. This means all daily receipts received by the political subdivision must be deposited intact. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 6)

PRESCRIBED FORMS

The following prescribed or approved forms were not in use:

Form 358, Ledger of Receipts, Disbursements and Balances

Form 359, Ledger of Appropriations, Encumbrances, Disbursements and Balances

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INTERNAL CONTROLS

Receipts generated by the sale of travel vaccines and flu shots for 2006 were significantly less than the prior year. A review of the system used to document the distribution and related sales of these vaccines revealed significant control deficiencies. Current records do not allow for the verification of revenues from the sale of these vaccines.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Counties, Chapter 1)

COUNTY HEALTH DEPARTMENT  
CASS COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 20, 2007, with Dr. Cherie Bennett, Health Officer; Steven M. Kain, President of the Board of County Commissioners; and Thomas R. Keplar, Vice-President of the County Council. The officials concurred with our audit findings.